



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, APRIL 12, 2016 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Joint Meeting with the Essex Junction Planning Commission
 - Updates to the Land Development Code
 - Overview of Design Five Corners Project – George Tyler
5. **OLD BUSINESS**
 - a. Request to Sign Arbor Day Proclamations – Nick Meyer, Tree Advisory Committee
 - b. Agreement with Town of Williston for Sale of Surplus Sewer Capacity – James Jutras
 - c. Update on Hannaford Offset Capacity – James Jutras
 - d. Bid Award for Library Carpet Project – Wendy Hysko
 - e. Reappointment of CSWD Representatives – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Review and Discuss AARP Livable Communities Grant – Lori Houghton
 - b. Bid Award for Briar Lane Waterline and Roadway Improvements – Lauren Morrisseau
 - c. Bid Award for Lincoln Hall Siding – Lauren Morrisseau
 - d. Discuss Possible Joint Meeting with Selectboard on Marijuana Law – Lauren Morrisseau
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission 3/17/16
 - Bike/Walk Advisory Committee 3/21/16
 - Block Party Committee Meeting 3/28/16
 - Capital Program Review Committee 4/5/16
 - c. VLCT 2015 Annual Report
 - d. Memo from Dennis Lutz with List of Current/Expected Grants or Major Projects
 - e. Memo from Dennis Lutz and Aaron Martin about 2017 Class II Town Highway Paving Grant
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 3/22/16
 - b. Expense Warrant #16036 dated 3/25/16 in the amount of \$335,707.84

- c. Expense Warrant #16037 dated 4/1/16 in the amount of \$89,926.52
- d. Expense Warrant #16038 dated 4/7/16 in the amount of \$80,308.64
- e. FYE 16 Budget Status Report
- f. Street Vending Permit for Mr. Ding-A-Ling
- g. Request for Noise Waiver for EJP Fireworks 7/4/16

10. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager's office at 878-6944.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 12, 2016**

- BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
- PLANNING COMMISSION:** David Nistico (Chair); John Alden (Vice Chair), Nick Meyer, Amber Thibeault, Diane Clemens, Joe Weith. (Andrew Boutin absent.)
- ADMINISTRATION:** Lauren Morrisseau, Finance Manager and Assistant Village Manager; Robin Pierce, Development Director; Jim Jutras, Water Quality Superintendent; Wendy Hysko, Brownell Library Director. (Patrick Scheidel, Municipal Manager, absent.)
- OTHERS PRESENT:** Sharon Kelly, Ned & Kitty Daly, Dan Heil, Irene Wrenner, Sue Cook, Wayne Beebe, Greg Morgan, Paul O'Leary.
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1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA CHANGES/APPROVAL

The following changes to the agenda were noted:

- Add to Reading File – Letter from Mike Plageman, dated 4/12/16, re: Marijuana Legalization Bill.
- Add to New Business – Revised Briar Lane Scope of Work.
- Remove from New Business – Possible Joint Meeting with Selectboard on Marijuana Law.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda
None.

2. Joint Meeting with Essex Junction Planning Commission

George Tyler gave a brief presentation on the Design Five Corners Project, noting that Design Five Corners is a strategic visioning process to educate board members and the public on development in the downtown and the guidance in the Land Development Code (LDC) and village comprehensive plan. Further study would be done before moving forward on the vision. John Alden commented there are visual improvements happening all around the community which is exciting. The Planning Commission is sensitive to feedback from the community on the improvements. George Tyler agreed there are investment dollars coming into the village and the Trustees want to be engaged with this.

There was mention of the updates to the LDC. The final document is being completed to be forwarded to the Trustees. There is language on the village center vision. Elaine Sopchak asked if forming a downtown development authority would assist with achieving the vision for the village center. Incentives could be offered via grants or revolving loans. John Alden said the Planning Commission has not seen this much interest or energy around development of the downtown for quite a while. Joe Weith added market demand is what drives development. A developer willing to take the risk to invest is needed. The business community also needs to be engaged.

George Tyler noted Regional Planning is interested in studying a four-way intersection design for Five Corners after the crescent connector is built. There was discussion of closing Main Street to vehicles before and after the crescent connector is built to gather data on traffic. Parking in the village is an issue that needs to be addressed. The development at 4 Pearl Street will be a good test.

Elaine Sopchak stated the village needs to coordinate with developers to bring in businesses to the village that fit the vision. Diane Clemens added buy-in to the vision is needed by current businesses and landowners. Lori Houghton reminded that further study must be done. Everyone should keep an open mind and not simply focus on Main Street because there is development happening all over the village.

Nick Meyer mentioned the federal building on Lincoln Street with space that is under-utilized. George Tyler said it would be a tremendous bureaucratic effort to get permission to use federally owned space.

COMMENTS

Ned Daly, 7 Pleasant Street, asked how to avoid another tall building being constructed on the corner opposite the one at 4 Pearl Street and having buildings that are too large in the village center. George Tyler confirmed a four story building could potentially be built, but the idea is to inspire different development with the Design Five Corners vision. Dave Nistico said there is strong language in the comprehensive plan that encourages the vision to be incorporated into a development proposal.

Greg Morgan, Grove Street, mentioned some businesses cannot find space in the village to locate or for growth. Incubator businesses are being forced to move out of the village due to lack of expansion space.

4. OLD BUSINESS

1. Sign Arbor Day Proclamations

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to sign the proclamations retroactively declaring May 15, 2015 and currently May 14, 2016 as Arbor Day in the Village of Essex Junction. VOTING: unanimous (5-0); motion carried.

2. Agreement with Town of Williston for Sale of Surplus Sewer Capacity

Jim Jutras, Water Quality Superintendent, briefly explained the agreement with Williston for the purchase of surplus sewer capacity.

MOTION by Dan Kerin, SECOND by Lori Houghton, to authorize the Municipal Manager to sign the sales agreement with the town of Williston for sale of sewer capacity from the treatment plant. VOTING: unanimous (5-0); motion carried.

3. Hannaford Offset Capacity

Jim Jutras reviewed his memo, dated 4/6/16, explaining the release of capacity for the Hannaford expansion project. There will be capacity remaining for the village.

MOTION by George Tyler, SECOND by Dan Kerin, to authorize the Municipal Manager and Water Quality Superintendent to release the balance of the TMDL offset capacity as requested by Hannaford's. VOTING: unanimous (5-0); motion carried.

4. Bid Award for Library Carpet Project

Wendy Hysko, Library Director, reviewed the bid to replace the carpet at the library which is worn and creating a hazard. The bid amount covers associated expenses such as moving furniture and disposal of the old carpet. The new carpet should have a lifespan of 25 years or more with proper care.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the bid from Future Floors for carpet replacement at the Brownell Library as the bid is the most cost effective price and covers all aspects of the project. VOTING: unanimous (5-0); motion carried.

5. Reappoint CSWD Representatives

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to reappoint Alan Nye as the village representative to the CSWD Board of Commissioners and George Tyler as the alternate through May 31, 2018. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Review/Discuss AARP Livable Communities Grant

Lori Houghton briefly described the AARP grant that will be used to show how space can be better used in the village. One proposal is to close a block in the village downtown for a weekend by hosting a block party on Main Street one day and food vendors and games on the next day. Other village committees and the community will be involved.

MOTION by George Tyler, SECOND by Dan Kerin, that the Trustees support the application for the AARP Better Block Grant. VOTING: unanimous (5-0); motion carried.

2. Bid Award for Briar Lane Water Line and Roadway Improvements

Lauren Morrissette noted the scope of work has expanded because replacement of the water line is extended.

MOTION By Elaine Sopchak, **SECOND** by Lori Houghton, to award the bid for the Brian Lane Water Line and Roadway Improvement Project to Don Weston Excavating, Inc. in the amount of \$898,417, and to authorize the Municipal Manager to execute the contract.

DISCUSSION: George Tyler commented the work on Briar Lane is long overdue. Andrew Brown suggested the new sidewalk be located on the same side of the road as the streetlights.

VOTING: unanimous (5-0); motion carried.

3. Bid Award for Lincoln Hall Siding

MOTION by Dan Kerin, **SECOND** by Andrew Brown, to award the bid for the Lincoln Hall white building siding to All Season Siding, Windows & Doors in the amount of \$19,560, and to authorize the Municipal Manager to execute the contract.

VOTING: unanimous (5-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- April 26, 2016
- May 10, 2016* (tentative retreat date)
- May 24, 2016
- June 14, 2016
- June 28, 2016
- July 12, 2016
- July 26, 2016

*Special Events/Meetings

- May 10, 2016 @ 3 PM – Trustees Retreat
- May 28, 2016 @ 10 AM – Memorial Day Parade
- July 16, 2016 @ 5 PM – Block Party & Street Dance

2. Trustees Retreat

The retreat was tentatively scheduled for May 10, 2016 from 3 PM to 8 PM. Start time may be adjusted to accommodate attendees.

3. Village Finance Office Moving to 81 Main Street

The village's finance office and Finance Director will now be at 81 Main Street along with the town's finance office and staff. George Tyler mentioned the need to discuss the chain of command at Lincoln Hall when both the Municipal Manager and Assistant Village Manager/Finance Director are not in the building. Also, use of the space within Lincoln Hall needs to be discussed. Both topics are good agenda items for the Trustees upcoming retreat.

Elaine Sopchak commented positively on the flexibility and professionalism demonstrated by Lauren Morrisseau throughout the process of consolidating services and co-locating the finance operation with the town.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

- Lori Houghton announced the first meeting of the Rec Governance Committee covered review of the town and village rec departments. The next meeting (April 25, 2016) will discuss nine governance options.
- Lori Houghton reported the public engagement consultant (Matt Lininger) will provide recommendations for activities in the fall.
- Andrew Brown mentioned the public information process used by the City of Winooski to alert people to the upcoming work on the traffic circle could be borrowed by the village to notify the citizenry of roadwork in the village. Following further discussion the Trustees agreed Darby Mayville should be invited to a Trustees meeting to discuss communications and outreach. Also, the village could host a video discussion of projects on Channel 17.
- Andrew Brown announced the first annual meeting of the consolidated school district on May 4, 2016 at 6:30 PM at the high school.

2. Reading File

- Minutes
 - Planning Commission 3/17/16
 - Bike/Walk Advisory Committee 3/21/16
 - Block Party Committee Meeting 3/28/16
 - Capital Program Review Committee 4/5/16
- VLCT 2015 Annual Report
- Memo from Dennis Lutz re: List of Current/Expected Grants or Major Projects
- Memo from Dennis Lutz & Aaron Martin re: 2017 Class II Town Highway Paving Grant

8. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meeting 3/22/16.**
- 2. Expense Warrant #16036 dated 3/25/16 in the amount of \$335,707.84.**
- 3. Expense Warrant #16037 dated 4/1/16 in the amount of \$89,926.52.**
- 4. Expense Warrant #16038 dated 4/7/16 in the amount of \$80,308.64.**
- 5. FYE16 Budget Status Report.**
- 6. Street Vending Permit for Mr. Ding-A-Ling.**
- 7. Request for Noise Waiver for EJRP Fireworks 7/4/16.**

VOTING: unanimous (5-0); motion carried.

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:20 PM.

RScty: M.E.Riordan

